



213A
EDU

I01 Notification of Incident

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

Notification of Incident

Provider

Provider Name	Community Services #1 Incorporated
Provider Number	PR-00005865
Provider Approval Status	Approved

Service

Service Legal Entity Name	Community Services #1
Service Trading Name	Marlee Early Education and Care Centre
Service Approval Number	SE-40002112
Service Approval Status	Approved

Incident Details

Incident Type	Reg 175-Any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service		
Incident date	10/01/2024		
Incident Time	11:00 AM		
Location	Play Space/Classroom		
General activity at the time	Play-based program		
Interaction Type	Child/Adult		
Witness phone number	P03		
Witness type	Other Adult		
Did Emergency Services attend?	No		
Risk due to	Localised Issue		
Please upload any relevant documentation			
DOC110124.pdf		Stand down letter	
FW_ Attn_ P01 .pdf		Email to P01	



Incident Management

Steps that were taken or will be taken to prevent or minimise this type of incident in the future

The educator was stood down pending an investigation by Community Services #1.

Risk due to

Localised Issue

Localised issue type

Detailed description of the incident including nature of risk, time, cause, etc.

P01 (Acting Director) received a phone call from **P01** regarding an interaction she had witnessed at the service the previous day between a child **P01 P01** and an educator, **P01**. **P01** asked **P01** to email through what she had witnessed.

The email is as follows (and attached):

Hi **P01**,

Thank you for your time on the phone earlier.

Yesterday, Wednesday 10th January 2024, around 11am I observed a child becoming increasingly dysregulated on the playground. The child was being pulled along by an educator (unfortunately I cannot provide a clear description of the educator). I didn't hear what was being said initially, but two other educators (one was **P01**) came over and told her that "that isn't the way we speak to children" and "if you speak that way he will get more upset." The educator then responded with "well, it's his (the child's) fault."

As mentioned over the phone, if I can be of any support, please feel free to reach out.

Kind Regards,

P01 alerted **P01 P01** (Operations Director) who spoke to **P01** (CEO) and **P01 P01** (People and Culture Manager) and started the investigation's process.

P01 has been stood down pending an investigation as per company procedures.

P01 also contacted both of **P01** parents, initially calling **P01 P01** who did not pick up and then called **P01** i. **P01** father and spoke to him informing him that there had been an incident. **P01 P01** spoke to **P01 P01** later in the day also informing her of the incident, however she has already been notified by **P01**

Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

Contact Details

Submitted By: **P01 P01**



ACT
Government
Education

Notification Number: **NOT-40942554**
Date generated: 11/01/2024

Name	P01	P01
Phone Number	P03	
Email Address	P03	

Submitted By: **P01** **P01**